



*Embassy of the United States of America
Phnom Penh, Cambodia*

May 28, 2014

General Services Office
#1, Street 96,
Phnom Penh, Cambodia
Tel: 023 728 000
Fax: 023 728 400

Dear Prospective Offerors:

SUBJECT: Solicitation SCB60014Q0009 – Request for Quotation for “The Supply of Printers & Scanners for the U.S. Embassy Phnom Penh.”

The U.S. Embassy Phnom Penh invites you to submit a quotation for “The Supply of Printers & Scanners.” A detailed list of the equipment is enclosed.

Your quotation must be submitted in a sealed envelope marked "The Supply of Printers & Scanners for the U.S. Embassy in Phnom Penh," GSO-Procurement Section, # 1, Street 96, Phnom Penh, Cambodia or be sent by email to PhnomPenhProcurement@state.gov on or before **4:00 PM on June 09, 2014**. No quotation will be accepted after this time.

In order for a quotation to be considered, you must also complete and submit the following:

1. SF-18
2. Specifications and brand name/model of the products offered.

Late quotations will not be accepted and the evaluation method is the lowest price, technically acceptable (LPTA) method.

Direct any questions regarding this solicitation to PhnomPenhProcurement@state.gov during regular business hours.

Sincerely,

Dianne Syrvalin
Contracting Officer

REQUEST FOR QUOTATIONS (THIS IS NOT AN ORDER)		THIS RFQ [] IS [x] IS NOT A SMALL BUSINESS- SMALL PURCHASE SET-ASIDE (52.219-4)			PAGE 1	OF 1	PAGES 3
1. REQUEST NO. SCB60014Q0009	2. DATE ISSUED May 28, 2014	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	5. RATING			
5A. ISSUED BY American Embassy Phnom Penh # 1, St. 96, Sangkat Wat Phnom, Phnom Penh				6. DELIVER BY (Date) 1 – 2 weeks after issuing order			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)				7. DELIVERY			
NAME Dianne Syrvalin phnompenhprocurement@state.gov		TELEPHONE NUMBER AREA CODE 023 728 000		X FOB DESTINATION OTHER (See Schedule)			
8. TO:				9. DESTINATION			
a. NAME		b. COMPANY		a. NAME OF CONSIGNEE U.S Embassy Phnom Penh			
c. STREET ADDRESS				b. STREET ADDRESS # 1, St. 96, Wat Phnom			
d. CITY		e. STATE		f. ZIP CODE		c. CITY Phnom Penh, Cambodia	
				d. STATE		e. ZIP CODE	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) June 09, 2014		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter					
11. SCHEDULE (Include applicable Federal, State and local taxes)							
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)		
01	HP Printer CU M451dn or equivalent	1	each				
02	HP Printer U M401dn or equivalent	5	each				
03	Fuji Xerox C4250A or equivalent	1	each				
04	Digital Colour Multifunction Device	4	each				
(Details specification enclosed)							
12 DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %		b. 20 CALENDAR DAYS %		c. 30 CALENDAR DAYS %	
						d. CALENDAR DAYS NUMBER %	
NOTE: Additional provisions and representations [X] are [] are not attached.							
13 NAME AND ADDRESS OF QUOTER				14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15 DATE OF QUOTATION	
a. NAME OF QUOTER							
b. STREET ADDRESS				16. SIGNER			
c. COUNTY				a. NAME (Type or print) Dianne Syrvalin		b. TELEPHONE	
d. CITY		e. STATE		f. ZIP CODE		c. TITLE (Type or print) Contracting Officer	
						AREA CODE NUMBER	

STANDARD FORM-18

Specifications of the Printers and Scanners:

No.	Required Specifications		Set
1	HP Printer CU M451dn or equivalent model	<ul style="list-style-type: none"> - Print speed: up to 21 ppm (black & white/color) - Print resolution: up to 600x 600dpi - Standard connectivity: 1-Hi speed USB, 1 Ethernet 10/100Base-TX - Duty cycle: 40,000pages - Duplex printing 	1
2	HP Printer U M401dn or equivalent model	<ul style="list-style-type: none"> - Print speed: up to 35 ppm - Print resolution: up to 1200 x 1200dpi - Standard connectivity: 1-Hi speed USB, 1 Ethernet 10/100/1000 Gigabit - Duty cycle: 50,000pages - Duplex printing 	5
3	Fuji Xerox C4250A DocuScan Flatbed A3 Duplex Scanner or equivalent model	<ul style="list-style-type: none"> - Type: color scanner - DocuScan: Max: 297.0 x 432.0mm; min: 15.0mm x 10.0mm - Optical scan: 600dpi - Sub-scan: 600 dpi - Output resolution: 600, 400, 300, 200dpi (23.6, 15.7, 11.8, 7.9d dot/mm) - Interface: 100BASE-TX/10BASE-T, USB 2.0 (Type A) (Hi-speed, Host USB) - Power: AC100-240 +/- 10%, 50Hz/60Hz - Power consumption: 120w or less/stand-by: 40w or less/power - Save mode: 9w or less 	1
4	Digital colour multifunction device	<ul style="list-style-type: none"> - Digital Colour Multifunction Device - Memory 2GB - HDD 160GB(Usable Space 100GB) Solid State Drive (SSD) - Scanning Resolution 600 X 600dpi - Warm-up Time 32 sec. (at room temperature 20Â°C) - Original Paper Size Max. A3 for both sheet original and book original - Output Paper Size Max. A3, 11 x 17 (297x432mm) Min. A5, [For Bypass Tray, Postcard (100x148mm), Envelope (120Ã235mm)] - Output Paper Weight Tray 60 - 256gsm, Bypass Tray 55 - 256gsm - First Copy Output Time BW: 6.5sec / Colour: 8.1sec - Continuous Copy Speed A4: 25-sheet BW - A4:25sheet Colour - A3: 14 ppm - 20-sheet BW - 20-sheet Colour - 11 ppm - Paper Tray Capacity Standard: 500 sheets x 4 Tray + Bypass 90 sheets Max: 2,090 sheets - Output Tray Capacity 250 sheets (A4LEF), 250 sheets (A3) 	4

Submission of Invoices

Payment term: Full payment will be made within 30 days upon receipt of the products and invoices.

Invoice: Invoice should be clearly stated Purchase Order (PO) reference number and send to:

Financial Management Officer

1, St. 96, Sangkat Wat Phnom, Daun Penh

Phnom Penh, Cambodia

Email: PHPVoucher@state.gov